

Process for Granting Foreign nationals Access to NASA IT Resources

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GENERAL

All foreign nationals who need access to NASA IT resources are required to comply with certain Federal and Agency procedures before that access will be granted. A foreign national is defined as anyone who is not a citizen of the United States.

REQUIREMENTS

Foreign nationals requesting access to NASA IT resources are required to undergo personnel screening. NASA Policy Directive (NPD) 2810.1 "Security of Information Technology", paragraph 5.b (6) states "Conduct screening for persons who require privileged access to and for foreign nationals who require access to IT systems, applications, and networks operated by or on behalf of NASA."

All foreign nationals who requested entry to a NASA Center must be entered into the NASA Foreign National Management System before being issued a NASA identification badge.

WHO APPROVES THE ACCESS

The Chief of the Security Division (Code 240) is assigned the responsibility of approving requests of foreign nationals for access to NASA's IT resources. NASA Procedural Requirements (NPR) 2810.1, paragraph 2.3.1,c states that the Center Chief of Security (CCS) is responsible for "Coordinating, investigating, and approving requests for foreign nationals who require access to systems, applications, and networks operated by or on behalf of NASA".

Foreign nationals who are citizens of designated countries must be submitted to NASA HQ, Code I, External Affairs, for approval (See NPR 1371.2A for more details).

GROUPS OF FOREIGN NATIONALS

Foreign national requesting access to NASA IT resources falls into three groups.

1. International Partners
2. Citizens of Designated Countries
3. Citizens of Non-Designated Countries

LEVELS OF USER PRIVILEGES

a. Privileged Access

Individual can bypass, modify, or disable the technical or operational system security controls.

Only foreign nationals covered under a NASA International Agreement can be granted privileged or limited privileged access. The Center Chief Information Officer (CIO) must approve a waiver of this requirement.

b. Limited Privileged Access

Individuals can bypass security controls for part of a system or application but not the entire system or application.

c. Non-Privileged access

Individuals who cannot bypass any of the security controls of the system.

HOW TO REQUEST ACCESS

1. A foreign national requesting **on center** access to a NASA IT resource must accomplish the following:

a. Complete the following documents so that the foreign national can be entered into the NASA Foreign National Management System

- Copy of Visa
- NASA Foreign Visitor Information Sheet

b. Complete the following documents so that personnel screening (National Agency Check) can be completed.

- NASA Form 531 (Name Check Request)
- SF 87 (Finger Print Card)

c. Complete the following documents so that the Security Division can process the foreign national for an identification badge.

- GSFC Form 24-17
- Access for Foreign National to GSFC

d. Complete the Account Request Document to request a user account on a NASA IT resource.

2. A foreign national requesting **remote access** to a NASA IT resource must accomplish the following:

a. Complete the following documents so that a National Agency Check can be completed.

- NASA Form 531 (Name Check Request)

- b. Complete the Account Request Document so that the foreign national can obtain a user account on a NASA IT resource.
 - c. Provide the following information about the foreign national:
 - Indicate if the foreign national has ever visited the United States.
 - Indicate if the foreign national has ever visited a NASA Center.
3. A foreign national requesting **on Center** access to a NASA IT resource for less than 30 days must accomplish the following:
- a. Complete the following documents so that the foreign national can be entered into the NASA Foreign National Management System.
 - Copy of Visa
 - NASA Foreign Visitor Information Sheet
 - b. Complete the following documents so that the Security Division can process the foreign national for an identification badge.
 - GSFC 24-17
 - Access for Foreign National to GSFCc. Complete the Account Request Document to request a user account on a NASA IT resource.

Submit the required forms to the Center IT Security Manager. They will be reviewed for completeness and then forwarded to the Security Division for processing and approval. Documents may be faxed, hand delivered or mailed to Hank Middleton at FAX –301-2861723, Building 12, Room E120 or Sent to mail Code 297.

RESTRICTIONS

Foreign nationals who are granted on center access for less than 30 days are required to be escorted while on Center.

WHERE TO OBTAIN THE FORMS

<http://oasis1.gsfc.nasa.gov/Forms/forms.htm>

1. NASA Form 531 (Name Check Request)
2. GSFC Form 24-17
3. NASA Foreign Visitor Information Sheet

Code 297 – Enterprise IT Security Branch Web Page

<http://eitsb.gsfc.nasa.gov/docs/foreign-natls.stm>

1. Account Request Document

The SF 87 (Fingerprint Card) is only available in hard copy. Contact Hank Middleton or Bonnie Burns for copies.